

**THE NORTH CAROLINA STATE BAR
BOARD OF PARALEGAL CERTIFICATION**

**208 Fayetteville Street Mall
Post Office Box 25908
Raleigh, NC 27611
(919) 828-4620**

SPONSOR'S REQUEST FOR APPROVAL OF A CPE ACTIVITY

Note: If advance approval is desired, this application and supporting documentation must be submitted at least 45 days prior to the date on which the activity is scheduled.

1. Full Name of Sponsor: _____
2. Name of Contact Person: _____ Telephone (____) _____
3. Address: _____
4. Email Address: _____ Web Address: _____
5. Title of CPE Activity: _____
6. Type of Activity: ☐ Interactive computer program (CD/Rom or on-line) ☐ Live program, presenters and attendees on-site
☐ Live audio-only (telephone) hook-up ☐ Live audio and video transmission, with/without webcast ☐ Group video viewing
7. Date/Time of Live Activity: Begin (hour & date): _____ End (hour & date): _____
8. Location (city, state/country): _____
If activity will be shown at multiple locations and/or at multiple times, attach a list showing all times and locations.
9. Sponsor's request for number of CPE minutes (for computer programs, give running time):

Ethics, professional responsibility, or professionalism (including substance abuse): _____ minutes

General/other (substantive law topics other than ethics, professional responsibility, or professionalism): _____ minutes

Total: _____ minutes
10. Attach an agenda showing the amount of time allotted to each topic, describing the subject matter covered under each topic, and identifying presenters by name and qualification.
11. The Sponsor agrees to furnish an alphabetical list of attendees to the Board of Paralegal Certification, within thirty (30) days after the CPE activity, or to provide attendees with a certificate of attendance.
12. The Sponsor represents that it will comply with the CPE rules of the Board of Paralegal Certification and conduct this CPE activity substantially as advertised and presented in this request, subject to emergency substitutions and withdrawals.
14. The Sponsor acknowledges that this CPE activity may be disapproved and prior approvals of any CPE activity revoked for violations of the rules or for failure to comply with the agreements and representations contained in this request.
15. **ATTACH the \$75.00 accreditation fee to this application.**

Date: _____ CPE Sponsor: _____
Signature: _____
Title: _____

ACCREDITATION

Approval of the Board of Paralegal Certification is NOT required for any activity that has been approved for CLE credit by the North Carolina State Bar Board of Continuing Legal Education for members of the North Carolina State Bar.

CONTENT AND TIME REQUIREMENTS

1. Sixty (60) minutes are required to equal one CPE credit hour.
2. Only the time of actual instruction counts toward CPE credit hours.
3. Question and answer sessions are considered actual instruction and may be included for CPE credit.
4. No complete CPE activity may be less than 30 minutes in length. However, a program may include individual topics of less than 30 minutes in length.
5. CPE credit, when converted from minutes to hours, will be rounded **down** to the nearest quarter-hour.
6. CPE credit is not given for:

▪ Introductory remarks	▪ Breaks	▪ Business meetings
▪ Personal development programs	▪ Presentation on marketing a law practice or client development	
▪ Speeches in connection with banquets or other events that are primarily social	▪ Demonstrations of services or products with intent to sell	
7. Note, in reference to instruction in **professional responsibility/ethics/professionalism**, that programs so classified may **not** include topics such as fees, client development, communication skills, etc., except to the extent that professional responsibility is directly discussed in connection with such topics.
8. All activities, including computer programs, must be either live or interactive. No credit will be given for self-study. Video presentations must be scheduled for a minimum of 5 paralegals or lawyers.

FEE

An accreditation fee of \$75.00 is charged for the approval of a course for CPE credit. This fee is due at the time of application. The accreditation fee is only due once in a 12 month period for any course that is presented multiple times (either in live format or as a video or other electronic replay) during the 12 month period.

No fee is charged to an individual certified paralegal seeking approval for a course that has not previously been accredited.

SEE COMPLETE RULES AND FORMS ON THE PARALEGAL CERTIFICATION WEBSITE
nccertifiedparalegal.org